



**NEW
HORIZONS**

SPACE ONLY EXHIBITOR QUICK GUIDE



WHAT IS A SPACE ONLY STAND?

As a Space Only Exhibitor, you will just receive an area of the floor – often indicated by nothing more than a chalk line on the concrete. It is your, the Exhibitor’s, responsibility to design and construct everything. The option of being a Space Only Exhibitor can be time intensive and costly, but it allows you the freedom to design a stand that offers the ‘WOW!’ factor, that helps you stand out from the crowd and helps you meet your participation goals.

WHAT ARE MY RESPONSIBILITIES?

As an Exhibitor, it is your legal responsibility to ensure your operations and attendance at the event do not compromise safety. As a Space Only Exhibitor, you must be aware of your responsibilities:

- Review in full the Space Only Design Guide and Health and Safety sections within the Exhibitor Technical Manual, which outlines your legal obligation and the Regulations and Legislation you must adhere to.
- Safeguard the health and safety of yourselves and others who may be affected by your acts or omissions.
- Appoint a competent stand contractor - Clarion Gaming and their official partners reserve the right to refuse a stand contractor who has repeatedly breached the rules and regulations.
- Appoint a competent person to be responsible for health and safety on site during build up and breakdown.
- Appoint a competent person to be responsible for health and safety during the show open hours.
- Conduct a risk assessment for the building, open and dismantling of the stand.
- Submit your stand plans along with the requested supporting documents by the published deadline. Inspection fees must be paid in full and on time.
- Submit the Health & Safety Declaration form.
- Ensure that all staff are familiar with the emergency procedures.
- Cooperate with the Venue, the Organiser, and our appointed safety teams.

WHAT IS THE EXHIBITOR TECHNICAL MANUAL?

Our Exhibitor Technical Manual provides all of the information needed for a successful participation at iGB Affiliate. Please review the information within the Space Design Guide and the Health and Safety section. The Exhibitor Technical Manual can be accessed via the eZone.



HOW LONG DO I HAVE TO BUILD MY STAND?

We implement a strict event timetable improve the overall safety of the construction phases of the event. Access for contractors and exhibitors can be found on the event timetable on the [Contractor Zone](#).



DO I NEED TO SUBMIT STAND PLANS?

All Space Only Exhibitors must submit a full stand plan submission by the published deadline. Failure to submit a full submission on time will result in late fees being applied.

WHO DO I SUBMIT MY STAND PLANS TO?

A full submission must be sent to our appointed Stand Plan Inspection Agency, OES.

Email: iGBstandplans@clariongaming.com

WHAT IS THE DEADLINE?

Non-Complex stand plan submission deadline:

29TH NOVEMBER 2024

Complex stand plan submission deadline:

15TH NOVEMBER 2024

WHAT IS THE DIFFERENCE BETWEEN A NON-COMPLEX AND COMPLEX STAND?

Complex structures require an additional inspection from our structural engineers. If your structure (ground mounted or rigged) contains any elements below, you must read the information within the Exhibitor Technical Manual to understand your responsibilities and the further documentation required to make your stand plan submission.

COMPLEX GROUND MOUNTED STRUCTURE	COMPLEX RIGGED STRUCTURE
Any structure, regardless of its height, which requires structural calculations or has had input from a Structural Engineer	Structures made from timber
Any part of a stand or exhibit which exceeds four meters in height	Bespoke designed and built elements such as ceilings, canopies, metal structures
Two-storey stands	Structures not manufactured to be hung e.g. exhibits or stand build modified to be hung
Freestanding elements, e.g. sound/lighting towers	Specialist suspended items, e.g. logos or 3D lettering
Temporary tiered seating	Anything which has been modified to hang e.g. modified proprietary banner systems
Platforms and stages over 0.5m in height	
All external exhibits are deemed complex.	

WHO DO I CONTACT IF I NEED SUPPORT?

Our team are here to support you throughout your journey participating at iGBA. If you require support, please contact your Sales Representative or our dedicated Customer Success team: iGBAffiliate.support@clariongaming.com